

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b> Application Date <b>6/14/83</b> Application Number <b>83-13</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b> <b>Div. of Family &amp; Children Services</b> <b>Systems Management Unit</b> <b>47 Trinity Ave. S.W. - Room 317-H</b> <b>Atlanta, Georgia 30334</b>		<b>ARCHIVES AND HISTORY</b> Application Number <b>83-872</b> Date Received <b>JUN 16 1983</b> Date Completed <b>AUG 31 1983</b>	
<b>2. Person to Contact</b> <b>Howard Johnson</b>		<b>Working Title</b> <b>Supervisor</b> <b>Systems Management Unit</b>		<b>Telephone Number</b> <b>656-4410</b>	
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
<b>4. Dates of Series</b> Earliest <b>1982</b> Latest <b>continuing</b>		<b>5. Records Series Title (followed by title used in office; if different)</b> <b>(Authorization to Participate in the</b> <b>Transacted ATP Card File Georgia Food Stamp Program)</b>			
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? <p>The Division of Family and Children Services, through the leadership of the Director is responsible for administering, supervising, and regulating services to indigent children, adults, and families, State-wide; for serving as liaison with the Regional Office of HHS concerning the status of the State Social Service Plan and for clearing policy questions; and for working with DHR Offices and Divisions to resolve problems affecting the operation of the Division.</p> <p>The Systems Management Unit of the Office of Management Information Systems is responsible for managing all DFCS operation automated systems used by the Division to aid staff in the delivery of DFCS services; to provide technical assistance, technical training, and support to State and District staff; and to act as resource backups to District and Local staff in monitoring the systems operation and in interpreting systems objectives.</p>					
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: <b>authorizing participation in the Georgia Food Stamp Program</b>          Included are: <b>Form #261(1/81)-(ATP Cards)-Authorization to Participate in Georgia Food Stamp Program cards, which have been transacted.</b></p> <p>File is arranged: <b>chronologically by date transacted; thereunder numerically by sequential document number.</b></p>					
<b>8. Monthly Reference Rate</b> <b>No History</b> How often are records referred to which are: One to six months old <b>N/A-Film</b> ; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?					
<b>9. Annual Rate of Accumulation or Records</b> Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (Specify) <b>6 cubic feet-film</b> <b>396 cubic feet-paper</b>					

200,000 Annual anticipated

Present 2-yr accumulation  
 160,000 cards 3 1/2" x 7 1/2"  
 ck. boxes (3=1 cu. ft.)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <b>CFR 205.50 Safeguarding information for financial assistance and social services</b>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed? <b>entire series</b>
	X	j. Does the record series result in a computer printout?

11. Retention Requirements **DHR Data Mgt Manual - Food Stamps** The following requires the series to be kept:

- |                          |                      |                                   |                      |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law             | _____ 3 _____ years. | d. Audit period                   | _____ years.         |
| b. Statute of limitation | _____ years.         | e. Administrative need            | _____ 5 _____ years. |
| c. Federal law           | _____ 3 _____ years. | f. Federal retention instructions | _____ years.         |

**7 CFR 277.4**

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are necessary to document program effectiveness and to record the issuance of ATP cards in order that handwriting analysis may be performed by the Georgia Crime Lab in connection with prosecution for fraud in obtaining public assistance. (See attached)

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: ☐ Calendar Year; ☐ Fiscal Year; ☒ Other **1 year** then, **destroy**

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) **1 year**

**(Microfilm)**

**Security Copy-** Cut off file monthly; hold until microfilm is verified; transfer to State Records Center; hold 5 years; then destroy.

**Duplicate Copy-** Hold in current files area until no longer needed for active reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

**(Paper Copy- ATP Card)**

Cut off file monthly; hold until verification of microfilm and reconciliation of duplicate and erroneous ATP cards is completed; transfer to State Records Center; hold 1 year; then destroy.

**(Maintenance Instructions)-**

ATP cards are processed daily, sequentially numbered, batched in groups of 100, then microfilmed.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Howard L. Johnson</i>	<i>6/6/83</i>	<i>Paul T. Murphy</i>	<i>6/6/83</i>
State Records Committee (Signature)			
State Auditor/Designee		Date	
Secretary of State/Designee		Date	
Attorney General/Designee		Date	

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)